Watford Grammar School for Girls

SPERATE PARATI

Sims Learning Gateway

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Contents

Introduction

All schools have a database in which student information is stored and this information is accessed through software called a *Management Information System* (MIS).

The SIMS Learning Gateway (SLG) Teacher site enables teachers to access the SIMS school database over the Internet.

> *NOTE: The SIMS Learning Gateway now supports the use of mobile devices for parent/carers and students (please refer to the SIMS Learning Gateway Mobile Views mini guide for details).*

Prerequisites

In order to access the SLG Teacher site, you need a reliable, fast Internet connection (basic broadband is sufficient).

Please check the following list of supported browsers to make sure that your Internet browser is compatible:

Supported Web Browsers

Browser	PC	Mac
Google Chrome 21	✓	✗
Internet Explorer 10.x	✓	✗
Internet Explorer 9.x	✓	✗
Mozilla Firefox 15	✓	✗
Safari 6.x	✗	✓

Security

The data stored and made available by schools via the SIMS Learning Gateway is highly sensitive, and therefore security must be a priority.

It is your responsibility to ensure that your user name and password are kept private. While the software has been designed to prevent access to highly personal student information, access to the site must be protected.

> **IMPORTANT NOTE**: *Always ensure that you log out of the SLG site and close the browser; otherwise it may be left open for use by unauthorised persons.*
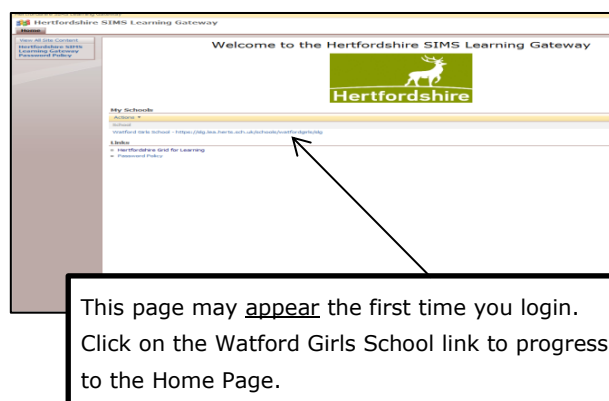
Getting Started

Logging into the SLG Site

1. Using a web browser (such as Windows® Internet Explorer or Firefox please see Supported Internet Browsers on page 3) you can either:

   i. Enter the address of the SLG site.

      https://slg.lea.herts.sch.uk/schools/watfordgirls/slg

   ii. Click on the link on the school website.

   iii. In school choose All programs, Staff Quick Links, Sims Learning Gateway

Link to SLG
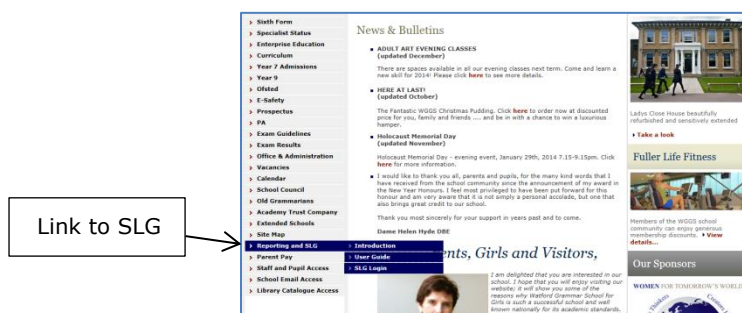
2. A login screen is displayed. Enter the login details that have been provided to you by the school.

This page may <u>appear</u> the first time you login. Click on the Watford Girls School link to progress to the Home Page.

IMPORTANT NOTE: <u>Do not</u> select the **Remember my password** check box (if one is available) when logging into the site because this may enable anyone with access to your computer to log into the site.

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3. If this is the <u>first time</u> you have logged into the SLG Staff site, you will be prompted to change your password.


4. Enter your old password, then
5. Enter your new password in the **New Password** and **Confirm New Password** fields. *Please note password requirements below:*
6. Click the **Change Password** button. You will now see a message confirming the successful change of the password. If the password has not changed you will be prompted with an error message and returned to the initial login screen.
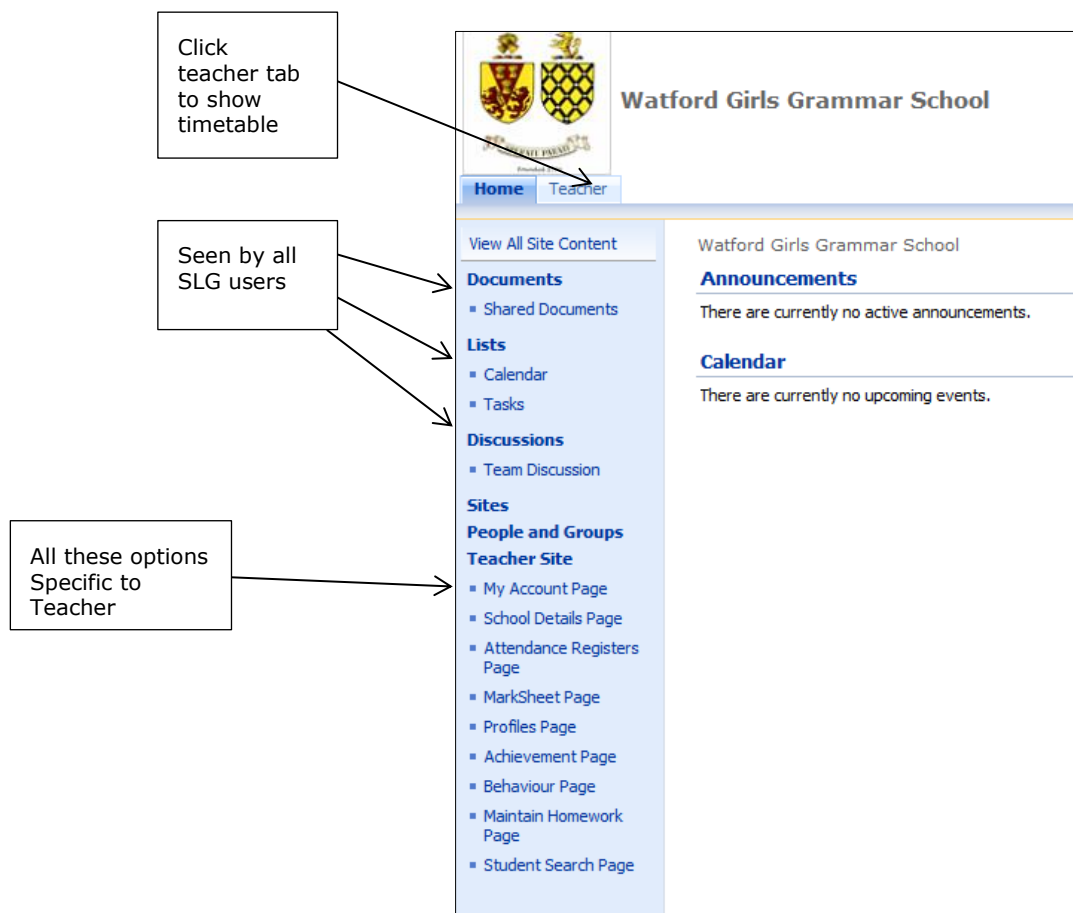

Password Requirements

Passwords must be at least 7 characters in length, Passwords must contain at least 1 upper case, 1 lower case, and 1 numeric character, Passwords cannot contain more than 2 consecutive characters from either the user's full name, or their username, Passwords must be changed once a year (365 days) - you will be prompted to do this, You cannot reuse any of your previous 5 passwords

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The Home Page
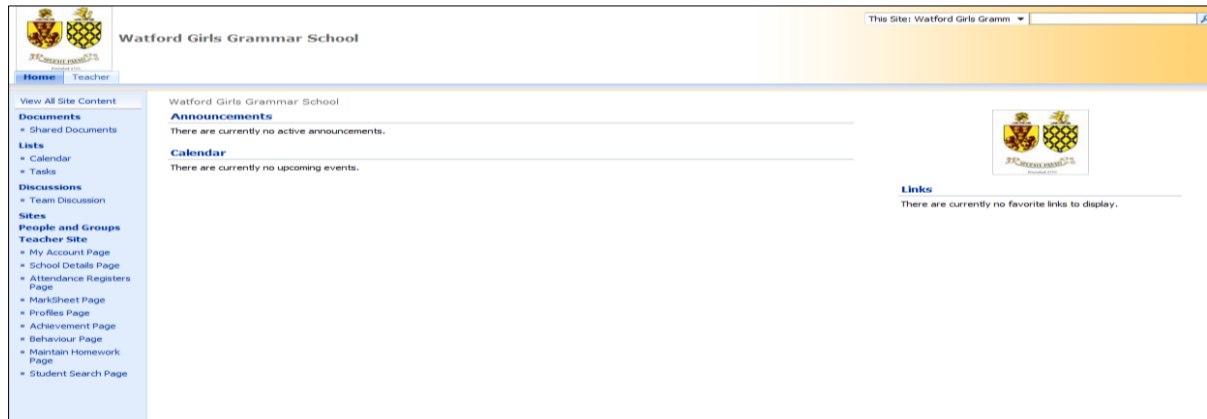
This Home Page will change over time as the use of the SLG grows. The information here will be the same for all staff.

Click teacher tab to show timetable

Seen by all SLG users

All these options Specific to Teacher

View of Timetable imported from Sims including cover

Viewing My Planner Details

The **My Planner** page provides a quick overview of your daily schedule, including lessons that you are covering for other members of staff and lessons that are being covered for you by another member of staff.

Class in two rooms. Click hyperlink for more details.

Details of teacher cover

This teacher is absent, shows covered classes. Click hyperlink for more details.

Clicking on a lesson link displays more information about the lesson:

Green Abbey School 2 > Teacher Site > My Planner > Tue:1(Covered) - Science - (E4/H6)

My Planner: Tue:1(Covered) - Science - (E4/H6)

Close

New Item | Edit Item | ✕ Delete Item | Alert Me

Title	Tue:1(Covered) - Science - (E4/H6)
Start Date	5/4/2010 9:15 AM
End Date	5/4/2010 10:15 AM
Period	Tue:1(Covered)
Subject	Science
Class Code	9y/Sc1
Room/Location	9:15 AM-9:45 AM E4
	9:45 AM-10:15 AM H6
Cover Staff	9:15 AM-9:45 AM Mr A Blacker
	9:45 AM-10:15 AM Mrs R Cooke
Event Type	
Category	

Created at 4/20/2010 3:31 AM by Anita Abell
Last modified at 5/21/2010 8:26 AM by Anita Abell

Close

Teachers on cover for absent teacher

Clicking **Close** button returns you to the **My Planner** page

Logging out of the SLG Site

1. Click on the **Welcome <your name>** link at the top of the page to display the user menu.

Welcome Craig Mack ▾

My Settings
Update your user information, regional settings, and alerts.

Sign in as Different User
Login with a different account.

Sign Out
Logout of this site.

Personalize this Page
Add, remove, or update Web Parts on this page.

2. Select **Sign Out** to log out of your SLG site.

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A confirmation dialog is displayed.
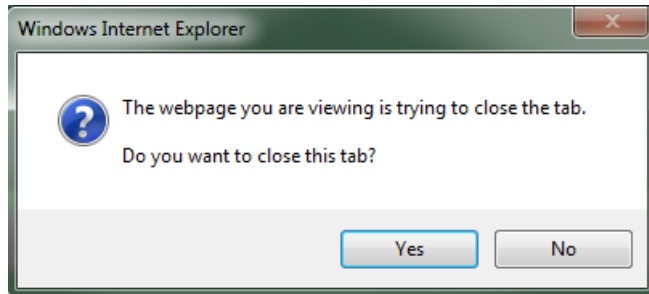
3. Click the **Yes** button to sign out or click the **No** button if you wish to stay logged in and return to the site.

Managing Your User Account

People and Groups
Teacher Site
- My Account Page
- School Details Page
- Attendance Registers Page
- MarkSheet Page
- Profiles Page
- Achievement Page
- Behaviour Page
- Maintain Homework Page
- Student Search Page

Click the **My Account Page** link on the Navigation Bar to display the **My Account** page. From here you can:

- View your personal details
- Change your password
- Change your security question and answer.

Viewing Your User Account Details

The **View My User Account** panel displays your details as stored by the system. If any of these details are incorrect, please use the data collection sheet, go to Page 10.

Changing Your Password

1. In the **Change My User Account Password** panel, enter your **Old Password**.
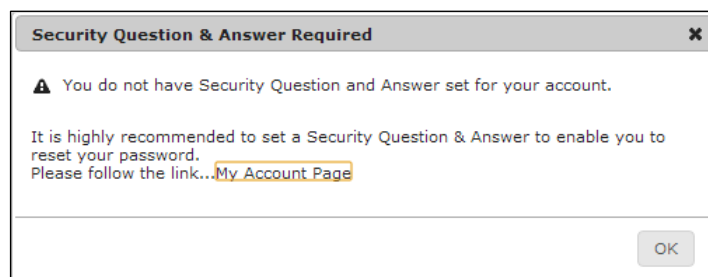
2. Enter your new password in the **New Password** and **Confirm New Password** fields. *Please note password requirements below:*

3. Click the **Change** button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

Password Requirements

Passwords must be at least 7 characters in length, Passwords must contain at least 1 upper case, 1 lower case, and 1 numeric character, Passwords cannot contain more than 2 consecutive characters from either the user's full name, or their username, Passwords must be changed once a year (365 days) - you will be prompted to do this, You cannot reuse any of your previous 5 passwords
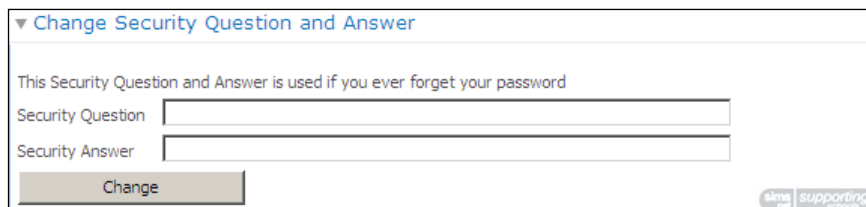
Changing Your Security Question & Answer

IMPORTANT NOTE: As an additional security step, you must set at least one Security Question and Answer to be able to request a password reset. You will be prompted to do so every time you access your user account pages, until you have provided a Security Question and Answer:

*Click the **OK** button or the **My Account Page** link to display the **Change Security Question and Answer** panel.*

1. In the **Change Security Question and Answer** panel, enter a question into the **Security Question** field.

NOTE: The question must be something that only you know the answer to, but at the same time is easy to remember. Examples include your first school, the make of your first car or favourite film. The use of personal or family-related information is not advised.

2. Enter the answer in the **Security Answer** field.
3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

Forgotten Your Password?

The school may have made the **Request New User Account Password** feature available, so that if you have forgotten your password, a new, temporary password can be emailed to you. If you have forgotten your password and this feature is not available, please contact your school or the SLG administrator for assistance.

To reset your password, proceed as follows:

1. Using a web browser, enter the URL (web address) provided by the school for resetting your password.

The **Request New User Account Password** page is displayed.

2. Enter your **User Name** and click the **Continue** button.

3. Enter your **Security Answer** to the **Security Question** and click the **Request** button.

If the password is requested successfully, the following message is displayed and your temporary password is emailed to you:

> NOTE: If you have attempted and failed to answer the security question, you are advised to contact the school for assistance.

4. Follow the procedure to Change Your Password (please see *Change Your Password*). When prompted, enter the temporary password provided to you in the Old Password field.
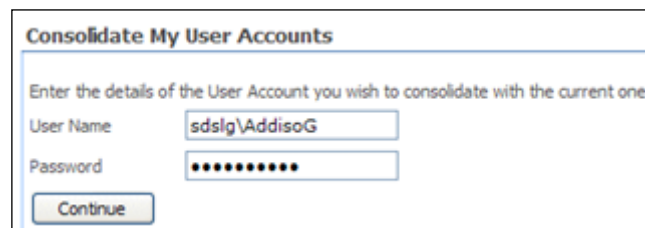
Consolidating SLG User Accounts

If you have more than one SLG account, this will usually be combined into a single user account by the administrator. However, if you receive access to more than one SLG account, you can also combine these into one account yourself. The **Consolidate My User Accounts** panel enables you to merge your accounts and view all your information using a single user name and password. For example:

- A teacher whose child or children attend the school that they work in will have both a teacher account and a parent account. These can be consolidated, so that when they log into SLG, they can view both their **Teacher** and **Parent** sites.

- If the LA hosts the SLG sites for all its schools, a parent/carer whose child or children attend different schools can combine all their SLG accounts and access all their children's information using a single login.

NOTE: Any documents you uploaded to SLG whilst logged into the current user account will still be accessible after consolidation. However, it will not be possible to edit or delete documents that you uploaded to SLG via your other account(s) before consolidation.

To consolidate accounts, proceed as follows:

5. In the **Consolidate My User Accounts** panel, enter the **User Name** and **Password** of the account you wish to consolidate with the account you are currently logged into.

Consolidate My User Accounts

Enter the details of the User Account you wish to consolidate with the current one

User Name   sdslg\AddisoG

Password   ••••••••••

[Continue]